

OZARKS TECHNICAL COMMUNITY COLLEGE

Biennial Review of the Alcohol and Other Drug (AOD) Policies, Procedures, Support Services and Educational Programs

The following is the Biennial Review of the Alcohol and Other Drug (AOD) Policies, Procedures, Support Services and Educational Programs at Ozarks Technical Community College for the period of July 1, 2024 through June 30, 2026, as required by the Drug-Free Schools and Campuses Act.

**Prepared by
Joyce R. Doeblen
Dean of Students**

This Biennial Review was compiled with input and consultation from members of the Biennial Review Committee, whose names and titles are listed on page 3.

**Ozarks Technical Community College
1001 E Chestnut Expressway
Springfield, MO 65802**

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Introduction

Ozarks Technical Community College (Ozarks Tech) is committed to supporting the safety and health of its students and employees in furtherance of its mission to provide accessible, high quality and affordable learning opportunities that transform lives and strengthen the communities we serve. As part of that commitment, the college has implemented institution-wide alcohol and other drug (AOD) prevention programming. This programming incorporates a series of strategies including policies and procedures, formal notifications, education, cross-college collaboration, interventions, enforcement, and services.

The college monitors the effectiveness of this programming. This report is the result of a biennial review of Ozarks Tech's alcohol and other drug (AOD) prevention programming, in compliance with the federal Drug-Free Schools and Campuses Regulations (34 C.F.R. Part 86).

Biennial Review Process

In support of the safety and health of its students and employees, and pursuant to its obligation to conduct a biennial review of its AOD prevention programs, Ozarks Tech has authorized an administrative review of those programs to be completed every two years. The purpose of this review is (1) to consider whether the college is meeting its obligations under the federal Drug Free Schools and Campuses Regulations, (2) to summarize the related policies, procedures and programs, and (3) to recommend any appropriate enhancements to those policies, procedures and programs.

Ozarks Tech formed a committee to conduct the previous four (4) biennial reviews beginning in 2016. The committee members who were consulted and who provided input for the 2024-2026 review included the following Ozarks Tech employees:

- Joyce Doeblor, Dean of Students
- Melissa Lloyd, Chief Human Resources Officer
- Stacey Parton, College Director of Safety and Security
- Heith Aldridge, Supervisor, Safety & Security
- Stacey Funderburk, Coordinator of CRM Communications
- Jonathan Grindstaff, Programmer Analyst III
- Heather Lewellen, Coordinator of Counseling Services

The following materials, policies and programs were examined as part of the 2024-2026 biennial review:

- U.S. Department of Justice, Office of Justice Programs: **Complying with the Drug-Free Schools and Campuses Regulations. A Guide for University and College Administrators**
<https://www.ojp.gov/ncjrs/virtual-library/abstracts/complying-drug-free-schools-and-campuses-regulations-guide>
- Ozarks Tech Student Handbook <https://ozarkstech.edu/student-handbook>

- Ozarks Tech Annual Security Reports <https://ozarkstech.edu/student-life/campus-resources/safety-and-security/reporting/>
- Ozarks Tech Drug and Alcohol Prevention Policy 5.37 <https://ozarkstech.edu/policy/5-37-drug-and-alcohol-prevention/>
- Ozarks Tech Alcohol and Drug-Free Workplace Policy 3.47 <https://ozarkstech.edu/policy/3-47-drug-free-workplace/>
- Ozarks Tech Public Disclosures and Reports: Annual Notices: Drug and Alcohol Prevention <https://ozarkstech.edu/about/public-disclosures/>
- Ozarks Tech Sexual Harassment and Grievance Procedures Policy 4.06. Contains an amnesty clause related to drug and alcohol use. <https://ozarkstech.edu/policy/4-06-sexual-misconduct/>
- Ozarks Tech Standards of Student Conduct Policy 5.15. Contains clauses explicitly prohibiting drug and alcohol use, distribution, manufacture, sales and being present on campus or at college sponsored activities while under the influence. <https://ozarkstech.edu/policy/5-15-standards-of-student-conduct/>
- Ozarks Tech Student Discipline and Appeals Policy 5.16. Outlines disciplinary procedures and possible sanctions for students found responsible for violating college policies. <https://ozarkstech.edu/policy/5-16-student-discipline-grievances-and-appeals-process/>
- Summary of Ozarks Tech alcohol and other drug-free programming/events.
- Ozarks Tech **Sanctions Rubric**, Office of the Dean of Students

Annual Notification Process

Students

Beginning August 2016, Ozarks Tech developed the Drug and Alcohol Prevention Program (DAAPP) notification that is sent each semester to all enrolled students' official student email accounts. The DAAPP notification content is updated annually by the Dean of Students and is attached as Appendix A. This notification includes the following:

- Standards of conduct prohibiting unlawful possession, use or distribution of illicit drugs and alcohol on the institution's property or as part of its activities.
- A description of the health and safety risks associated with the use of illicit drugs and abuse of alcohol.
- A description of applicable legal sanctions under local, state and federal law.
- A description of available counseling services, referrals and educational programs.
- A statement and description of the disciplinary sanctions the institution may impose on students.

A distribution procedure was developed in 2016 to ensure that the DAAPP notification, along with one other Public Disclosure Notification (**FERPA Notification**), is sent to all currently enrolled post-secondary students each semester. The distribution procedure for the notification includes the following:

- During the third week of fall and spring semesters and the second week of summer semesters, all currently enrolled students who are non-high school students are identified and sent the notification via their Ozarks Tech email.

- After the first week of second 8-week block courses for fall and spring semesters and after the fifth week of classes during summer semesters, this process is repeated to catch any students admitted to the institution after the first mailing.

The chart below outlines the percentage of students successfully notified each semester.

SEMESTER	NOTICES SENT	TOTAL NUMBER OF STUDENTS REGISTERED *	OVERALL PERCENTAGE
Fall 2024	8,509	8,506	100%
Spring 2025	8,232	7,981	103.1% [°]
Summer 2025	2,958	3,572	82.8%
Fall 2025	9,051	8,931	101.3% [°]
Spring 2026	309	8,304	3.7% [†]
Summer 2026	2,936	3,519	83%

*Total number of students registered does not include Middle College, Career Center or dual credit high school students. The DAAPP is sent only to non-high school Ozarks Tech students.

°The percentage is greater than 100% as some notices were sent to students who later dropped or were withdrawn.

†Due to a reporting error in the college CRM, spring 2026 notification information is incomplete. This error has been corrected.

Employees

All college employees have access to the college's policies, procedures, and resources related to alcohol and other drug (AOD) use through the college website. Full-time employees also have access to AOD treatment and referral resources through the college health insurance plan, the Magellan Employee Assistance Program (EAP), and the Ozarks Tech Health and Wellness Center. Part-time employees may access similar services through Centerstone (formerly Burrell Behavioral Health). In addition, Counseling Services is available to assist both students and employees with community resource referrals and recommendations.

To ensure employees are informed of these policies and available resources, Ozarks Tech implemented an annual DAAPP notification process in August 2020. A copy of the employee annual notification is included as Appendix B.

- New employees (full and part-time) receive the employee DAAPP notification as part of the new hire onboarding process.
- All employees (both full and part-time) receive the notification annually via their official Ozarks Tech email account.
- Annual notification distribution:
 - 2024-2025: 1,502 employees notified (01/28/2025)
 - 2025-2026: 1,620 employees notified (06/29/2026).

Educational Services, Programs and Activities

Ozarks Tech is committed to providing ongoing education, prevention programming, and support related to alcohol and other drug (AOD) use for students and employees. Counseling Services leads many of these efforts through counseling, outreach, educational programming, and community referrals. In addition, the Human Resources Professional Development Institute offers employee professional development opportunities upon request, and employees have ongoing access to Vector training courses, including *Drug-Free Workplace*, *Drugs and Alcohol at Work*, and *Prescription Drug Misuse Impact on Students*. The following programs and services were available during the 2024–2026 review period. Additional details are provided in Appendix C.

1. Personal, mental health counseling services for currently enrolled students.
2. Community resources and referral services for students and employees.
3. Online resources for students and employees.
4. In-person, psychoeducational activities for students and employees.

Alcohol and Other Drug (AOD) Violations Enforcement Analysis

The table below shows the number of alcohol and other drug arrests as reported in the Ozarks Tech 2023 and 2024 Annual Security Reports. This chart consolidates statistics from each of the six campus locations for the calendar years 2023 and 2024. Data for the 2025 calendar year will be available in the fall 2026. All annual security reports from each campus and center can be found online at [Security Reporting](#).

Arrests & Referrals	2023	2024	Totals
Alcohol violations	0	0	0
Drug violations	7	0	7

The Office of the Dean of Students is responsible for enforcement of AOD policies for post-secondary students and for applying appropriate sanctions for students found responsible for AOD violations. The Human Resources office is responsible for employee conduct violations related to AOD. The table below summarizes sanctions imposed for students and employees who were found responsible for alcohol and/or drug violations during the 2024-2025 and 2025-2026 academic years.

Sanctions Imposed*	2024	2025	Totals
Student sanctions			
Reprimand	1	4	5
Probation	0	0	0
Suspension	0	0	0

Employee actions	2024	2025	Totals
Resigned	0	0	0
Terminated	0	1	1

*Total number of student sanctions does not include Middle College, Career Center or dual credit high school students. Students found responsible include post-secondary students only for purposes of this Review.

Assessment

Website Visits

In previous years, Counseling Services monitored website usage by tracking visits to the department's online community resource guides. In addition, Counseling Services partnered with ULifeline through the Jed Foundation to provide free online mental health and alcohol and other drug (AOD) screenings and educational resources, allowing website utilization to be monitored through that platform.

During the 2025–2026 academic year, the Counseling Services webpages and online, community resource guides were completely redesigned as part of the college's website redesign. In addition, ULifeline was discontinued by the Jed Foundation. As a result of these changes, comparable website utilization data are not available for the 2024-2026 Biennial Review.

Beginning spring semester 2026, the redesigned Counseling Services webpages include new Mental Health America screening tools, including anonymous AOD screenings. These resources, together with the college's redesigned webpages, will allow Counseling Services to collect more consistent website utilization and assessment data for future Biennial Reviews.

The website redesign also significantly enhanced the visibility, organization, and accessibility of support resources. Students and employees can now more easily locate comprehensive college and community resources, including referrals tailored to their geographic location. Key enhancements are located within the [OTC Cares Student Care and Engagement](#) webpage and include the **Directory of Ozarks Tech Supports, Resources in the Community, and Everyday Supports**.

Summary of Findings

The Biennial Review Committee has considered the overall effectiveness of Ozarks Tech's DAAPP. The committee believes that, in light of the college's position as a local community college and its available resources, services and personnel, overall, the college's AOD prevention program remains effective.

During the course of its review, the committee identified the following strengths/positives with the college DAAPP during the two-year review period:

Strengths:

- Historically, Counseling Services has led the institution in providing a variety of online resources to help educate and support students and employees about AOD use, associated health risks, and treatment resources in the communities the college serves. This resource availability was enhanced and expanded by the leadership of our Student Care and Engagement team.
- The college website redesign improved the visibility and accessibility of college and community resources, including online screenings and comprehensive information regarding AOD use, possession, distribution, and applicable college expectations.
- As was recommended in previous Reviews, annual substance use awareness outreach activities for our students through the offices of Student Care and Engagement and Counseling Services have gained in popularity. Highlights of specific events offered during the past two years are included in Appendix C.
- Given the low number of AOD violations as noted through the Safety & Security Annual Reports, the Dean of Students student conduct records, and Human Resources documentation, we infer that students and employees are receiving the necessary information regarding AOD use, possession, distribution, and applicable college policies.
- The process taken by the Dean of Students office and Safety & Security to interview prospective students who have prior felony convictions has continued to be improved. This has included adding questions and encouragement specifically for those with prior drug-related offenses. Checking on sobriety, support system, referencing Ozarks Tech's AOD regulations, and ensuring students know of supportive services available are all included in our interviews.
- Policies [5.37](#) and [3.47](#) remain current.
- Counseling Services expanded its staffing during the 2025–2026 academic year, strengthening the college's capacity to provide mental health support, AOD prevention and intervention, and campus outreach. Additions included two part-time counseling interns from local graduate programs in counseling and social work and a licensed full-time counselor with specialized training and experience in substance use treatment.
- The student and employee DAAPP notification letters are comprehensive and thorough, and the process of distribution to all students and employees is consistent and inclusive. Updates were made to the student and employee notification letters to improve clarity and flow of information.

During the course of its review, the following components were identified and recommended for improvement/further consideration with the college DAAPP:

Recommended areas of improvement:

- As recommended in the 2022 and 2024 Biennial Reviews, enhancing professional development opportunities for employees that include the areas of AOD use, recognizing the signs of AOD misuse or impairment, and referral recommendations remains a recommendation. This type of professional development offering has been offered in

previous years to employees, however, offering on a more regular basis through the Professional Development Institute continues to be recommended.

- Assessment of AOD awareness and prevention activities provided through Counseling Services through the assistance of our Research, Strategic Planning and Grant Development department is recommended. Counseling Services outreach activities in this regard are very popular and engaging. Having formal satisfaction data to assess impact is recommended. Assessment data on usage and satisfaction of employees completing the Vector training courses is also recommended.
- There was a reporting error in our CRM spring 2026, which affected the number of DAAPP notifications that were sent to students. This error has been corrected but because it occurred, we were not able to distribute to the majority of post-secondary students that semester.
- Student and Employee Survey
 - Consider annual DAAPP survey of employees and students.
 - Research the Missouri College Behavioral Health Survey through Partners in Prevention.

As the college considers and implements these efforts, they will be evaluated and adjusted as needed to accomplish the overall goal of emphasizing the importance of AOD abuse prevention to the college community.

Approval

This report was presented to and approved by the Ozarks Technical Community College Chancellor, July 2026.



Chancellor's Signature

July 13, 2026
Date

APPENDICES

Appendix A Student Notification

Alcohol and Other Drug Abuse Prevention Program Annual Notice

Dear Student,

Ozarks Technical Community College (Ozarks Tech) is federally required to make available to the general public all information regarding public disclosures and annual reports for the college. As an Ozarks Tech student, you have the right to know this information and where to find it. Please view <https://about.otc.edu/public-disclosures> to access links and information to all required public disclosures and annual reports.

This notice concerning Alcohol and Other Drug Abuse Prevention is one of the required disclosures Ozarks Tech makes annually and is sent to all students. If you have any questions regarding this information, please contact righttoknow@otc.edu.

Ozarks Tech is committed to providing a safe, positive and healthy environment for students and employees. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Ozarks Tech has established a drug and alcohol abuse prevention program for students and employees. This program is designed to raise awareness across the institution about the risks of, policies governing and available resources for alcohol and drug abuse prevention. Ozarks Tech policies provide, in part, that no student or employee shall consume, possess,

manufacture, distribute or sell any unauthorized alcoholic beverages or illicit drugs or be under the influence of such substances on college-owned or controlled property or at events sponsored by Ozarks Tech. In accordance with legal mandates, college policies [3.47](#) and [5.37](#) and its commitment to providing a drug and alcohol-free workplace and learning environment, Ozarks Tech implements and enforces the following Drug and Alcohol Abuse Prevention Program elements:

Legal Guidelines and Consequences

1. No student or employee shall consume, possess, manufacture, distribute or sell any unauthorized alcoholic beverages or illicit drugs or be under the influence of such substances on college-owned or controlled property or at events sponsored by Ozarks Tech.
2. In observance of state law, no person under the age of twenty-one (21) may purchase or attempt to purchase, or have in his or her possession, any alcoholic or intoxicating beverage on college premises or at college-sponsored events. Ozarks Tech complies with all laws related to underage drinking, and any violation of the state's underage drinking laws will be referred to the appropriate authorities.
3. Use, possession, distribution, or sale of alcohol on any college-owned or controlled property is prohibited except as approved by the Ozarks Tech Chancellor for specific college-sponsored events or functions, when attending functions or conferences on the college's behalf where alcohol is served as part of a social function, or authorized use of alcohol within approved curricular programs (e.g. Culinary Arts).
4. Despite the legalization of recreational and medical use of marijuana in Missouri, it remains a violation of federal laws to use, possess, cultivate, distribute or be under the influence of marijuana on college-owned or controlled property or at college-sponsored events.
5. Federal law prohibits, among other things, the manufacture, distribution, sale and possession of controlled substances as outlined in [21 United States Code, Sections 801 through 971](#). Depending on the amount, first offense maximum penalties for trafficking marijuana range from no less than 5 years' imprisonment and a fine of up to \$5 million to imprisonment for life and a fine of \$25 million. Depending on the amount, first offense maximum penalties for trafficking other controlled substance (e.g., methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl, and fentanyl analogue) range from five years to life imprisonment and fines range from \$250,000 to \$1 million. First offense penalties and sanctions for the illegal possession of small amounts of controlled substances, including marijuana, range from up to one year in prison or a fine of at least \$1,000. Penalties are more severe for subsequent offenses.
6. Convictions for federal drug offenses can also result in a student's loss of eligibility for federal financial aid.
7. State law and local law also provide penalties for violations of laws relating to the unlawful manufacture, sale, use or possession of (and/or imitation of) controlled substances and alcohol. In addition, states and localities have laws relating to underage drinking, driving while intoxicated or under the influence of alcohol and/or illicit drugs. Sanctions for violations may range from local citation to state law felonies. Penalties may range from small fines to prison terms, depending on the violation and past criminal history of the individual.

Standards of Conduct and College Discipline

Students who violate Ozarks Tech drug and alcohol policies will be subject to [disciplinary action](#), the severity of which will be based on the seriousness of the offense. Sanctions will be applied consistently and may range from an informal reprimand to dismissal from the college. Employees who violate these policies will be subject to [disciplinary action](#) ranging from an informal reprimand to termination of employment depending upon the seriousness of the offense. If the conduct resulting in discipline also involves a violation of local, state or federal law, the college will refer the matter to the appropriate authorities for prosecution.

Commonly imposed disciplinary sanctions for on-campus policy violations include the following:

1. Minor violations, such as first offense intoxication or possession of small amounts of alcohol or illicit drugs:
 - a. Written reprimand

- b. Disciplinary probation up to one year, and/or
 - c. Referral for substance use evaluation/treatment (optional)
- 2. Subsequent or major violations, such as on-campus use, distribution, or manufacture of alcohol or illicit drugs:
 - a. Suspension for a period up to one year, and/or
 - b. Disciplinary probation up to one year, and/or
 - c. Referral for substance use evaluation/treatment (optional)

Health Risks

Serious health risks are associated with the use of illicit drugs and alcohol. Some, but not all, of the risks are listed below.

- Alcohol and other depressants: Consumption of alcohol and other depressants causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination required for safety and care. Use of alcohol and depressants can lead to addiction and accidents as a result of impaired ability and judgment.
- Marijuana: use of marijuana can lead to panic reactions, impaired short-term memory, increased risk of lung cancer and emphysema, particularly in cigarette smokers, and impairment of driving ability.
- Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, and psychosis. Similar risks are associated with other stimulants, such as methamphetamine, speed and uppers.
- Hallucinogens: Unpredictable behavior, emotional instability, violent behavior, and organic brain damage in heavy users, convulsions and coma.
- Narcotics (Heroin, Morphine, Codeine, Oxycodone, Hydrocodone, Oxycontin): Addiction, accidental overdose, risk of hepatitis and HIV/AIDS from contaminated needles.
- Inhalants (Gas, aerosols, glue, etc.): Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds and impaired judgment.

For more information about the health risks associated with alcohol and particular types of drugs, please visit: [Commonly Used Drugs Charts | National Institute on Drug Abuse \(NIDA\) \(nih.gov\)](#).

Resources

Any student or employee may contact OTC's [Counseling Services](#) department for crisis intervention or for information about available community resources and referral assistance for drug and alcohol counseling, treatment, rehabilitation or re-entry services. Ozarks Tech Counseling Services provides educational information on drug and alcohol use and abuse through the distribution of printed materials, a website that includes substance use-related resources and online screenings as well as scheduled programming through the academic year. Online resources from professional substance use organizations are also available, including but not limited to, the following:

- Substance Abuse and Mental Health Services Administration (SAMSHA): <https://www.samhsa.gov/>
- National Institute on Drug Abuse: <https://www.drugabuse.gov/>
- National Institute on Alcohol Abuse and Alcoholism: <https://www.niaaa.nih.gov/>
- Alcoholics Anonymous: <https://www.aa.org/>
- Narcotics Anonymous: <https://www.na.org/>

For more information about OTC's Drug and Alcohol Abuse Prevention Program, contact the [Office of the Dean of Students](#) or [Counseling Services](#).

Sincerely,

Joyce R. Doebler
Dean of Students
417-447-6973

Appendix B Employee Notification

Alcohol and Other Drug Abuse Prevention Program Annual Notice

Dear Employee,

Ozarks Technical Community College (Ozarks Tech) is federally required to make available to the general public, all information regarding public disclosures and annual reports for Ozarks Tech. As an Ozarks Tech employee, you have the right to know this information and where to find it. Please view [Public Disclosures & Reports | Ozarks Tech \(OTC\)](#) to access links and information to all required public disclosures and annual reports.

This notice concerning Alcohol and Other Drug Abuse (AOD) Prevention is one of the required disclosures Ozarks Tech makes annually and is sent to all employees. If you have any questions regarding this information, please contact righttoknow@otc.edu.

Drug and Alcohol Abuse Prevention Program

Ozarks Technical Community College is committed to providing a safe, positive and healthy environment for students and employees. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Ozarks Tech has established a drug and alcohol abuse prevention program for students and employees. This program is designed to raise awareness across the institution about the risks of, policies governing and available resources for alcohol and drug abuse prevention. Ozarks Tech policies provide, in part, that no student or employee shall consume, possess, manufacture, distribute or sell any unauthorized alcoholic beverages or illicit drugs or be under the influence of such substances on college-owned or controlled property or at events sponsored by Ozarks Tech.

In accordance with legal mandates and policies [3.47 – Alcohol and Drug-Free Workplace - Policies & Procedures Manual](#) & [5.37 – Drug and Alcohol Prevention - Policies & Procedures Manual](#) and its commitment to providing a drug and alcohol-free workplace and learning environment, Ozarks Tech implements and enforces the following Drug and Alcohol Abuse Prevention Program elements:

Legal Guidelines and Consequences

1. No student or employee shall consume, possess, manufacture, distribute or sell any unauthorized alcoholic beverages or illicit drugs or be under the influence of such substances on college-owned or controlled property or at events sponsored by Ozarks Tech.
2. In observance of state law, no person under the age of twenty-one (21) may purchase or attempt to purchase, or have in his or her possession, any alcoholic or intoxicating beverage on college premises or at college-sponsored events. Ozarks Tech complies with all laws related to underage drinking, and any violation of the state's underage drinking laws will be referred to the appropriate authorities.
3. Use, possession, distribution, or sale of alcohol on any college-owned or controlled property is prohibited except as approved by the Ozarks Tech Chancellor for specific college-sponsored events or functions, when attending functions or conferences on the college's behalf where alcohol is served as part of a social function, or authorized use of alcohol within approved curricular programs (e.g. Culinary Arts).
4. Despite the legalization of recreational and medical use of marijuana in Missouri, it remains a violation of federal laws to use, possess, cultivate, distribute or be under the influence of marijuana on college-owned or controlled property or at college-sponsored events.
5. Federal law prohibits, among other things, the manufacture, distribution, sale and possession of controlled substances as outlined in [21 United States Code, Sections 801 through 971](#). Depending on the amount, first offense maximum penalties for trafficking marijuana range from no less than 5 years' imprisonment and a fine of up to \$5 million to imprisonment for life and a fine of \$25 million. Depending on the amount, first offense maximum penalties for trafficking other controlled substance (e.g., methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl, and fentanyl analogue) range from five years to life imprisonment and fines range from \$250,000 to \$1 million. First offense penalties and sanctions for the illegal possession of small

amounts of controlled substances, including marijuana, range from up to one year in prison or a fine of at least \$1,000. Penalties are more severe for subsequent offenses.

6. Convictions for federal drug offenses can also result in a student's loss of eligibility for federal financial aid.
7. State law and local law also provide penalties for violations of laws relating to the unlawful manufacture, sale, use or possession of (and/or imitation of) controlled substances and alcohol. In addition, states and localities have laws relating to underage drinking, driving while intoxicated or under the influence of alcohol and/or illicit drugs. Sanctions for violations may range from local citation to state law felonies. Penalties may range from small fines to prison terms, depending on the violation and past criminal history of the individual.

Standards of Conduct and Employee Discipline

Employees who violate these policies will be subject to disciplinary action ranging from an informal reprimand to termination of employment depending upon the seriousness of the offense. If the conduct resulting in discipline also involves a violation of state or federal law, then the college will refer the matter to the appropriate authorities for prosecution.

Health Risks

Serious health risks are associated with the use of illicit drugs and alcohol. Some, but not all, of the risks are listed below.

- Alcohol and other depressants: Consumption of alcohol and other depressants causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination required for safety and care. Use of alcohol and depressants can lead to addiction and accidents as a result of impaired ability and judgment.
- Marijuana: use of marijuana can lead to panic reactions, impaired short-term memory, increased risk of lung cancer and emphysema, particularly in cigarette smokers, and impairment of driving ability.
- Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, and psychosis. Similar risks are associated with other stimulants, such as methamphetamine, speed and uppers.
- Hallucinogens: Unpredictable behavior, emotional instability, violent behavior, and organic brain damage in heavy users, convulsions and coma.
- Narcotics (Heroin, Morphine, Codeine, Oxycodone, Hydrocodone, Oxycontin): Addiction, accidental overdose, risk of hepatitis and HIV/AIDS from contaminated needles.
- Inhalants (Gas, aerosols, glue, etc.): Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds and impaired judgment.

For more information about the health risks associated with alcohol and particular types of drugs, please visit: [Commonly Used Drugs Charts | National Institute on Drug Abuse \(NIDA\) \(nih.gov\)](#).

Resources

Any employee may contact Ozarks Tech's [Counseling Services](#) Department for information about available community resources and referral assistance for drug or alcohol counseling, treatment, rehabilitation or re-entry services. Ozarks Tech's Counseling Services provides educational information on drug and alcohol abuse through the distribution of printed materials, a website that includes substance abuse-related resources and online screenings as well as scheduled programming throughout the academic year. The following resources are also available specifically for employees:

- Full-time employees may contact Ozarks Tech's [benefits administrator](#) to find out about services offered through Cox Health Plans, [Magellan](#) and OTC's [Health and Wellness Center](#).
- Part-time employees and adjunct instructors may utilize Centerstone (formerly Burrell Behavioral Health) for services.
- All employees have ongoing access to Vector training courses, including *Drug-Free Workplace*, *Drugs and Alcohol at Work*, and *Prescription Drug Misuse Impact on Students*.

Online resources from professional substance use organizations are also available, including but not limited to, the following:

- Substance Abuse and Mental Health Services Administration (SAMSHA): <https://www.samhsa.gov/>
- National Institute on Drug Abuse: <https://www.drugabuse.gov/>
- National Institute on Alcohol Abuse and Alcoholism: <https://www.niaaa.nih.gov/>
- Alcoholics Anonymous: <https://www.aa.org/>
- Narcotics Anonymous: <https://www.na.org/>

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, this policy will be distributed to all employees on an annual basis. A copy of the annual notification will be provided to all new employees as part of the new hire onboarding process. Each year, employees will be emailed a document which summarizes the college's Drug and Alcohol Abuse Prevention policy and refers them to the current [Policies and Procedures Manual](#).

During each even numbered year, a biennial review of the comprehensive drug and alcohol abuse prevention program will be conducted to determine its effectiveness, make changes where necessary, and ensure that it is consistently enforced. This review will be conducted by a task-force with representatives from the following offices: Human Resources, Safety and Security, Vice-Chancellor for Student Affairs, Dean of Students, Counseling Services and Institutional Research along with possibly other relevant office representatives.

For more information about Ozarks Tech's Drug and Alcohol Abuse Prevention Program, contact the Human Resources Office, hr@otc.edu or Counseling Services, counseling@otc.edu.

Sincerely,

Ozarks Tech Human Resources

Appendix C

Alcohol and Other Drug (AOD) Prevention Programs, Services, and Activities (2024-2026)

Counseling Services

Students: Counseling Services provides free, confidential, short-term mental health counseling and crisis intervention services to currently enrolled Ozarks Tech students. Services are available through in-person appointments and telehealth and are provided by Licensed Professional Counselors, Provisional Licensed Professional Counselors, and counseling and social work interns from graduate programs at local universities. In addition, Community Resource Specialists within Student Care and Engagement are available to assist students with referrals to both college and community resources.

Employees: Full-time employees have access to mental health and substance use treatment benefits and referral resources through the college health plan, the Employee Assistance Program (Magellan), and the Ozarks Tech Health and Wellness Center. Part-time employees may access similar services through Centerstone (formerly Burrell Behavioral Health). Full-time

and part-time employees may also contact Counseling Services or access the department's webpages for self-help materials and community referral resources.

Referral Services

- Through Counseling Services and the Community Resource Specialists, Ozarks Tech provides students and employees with access to a comprehensive network of mental health, social service, substance use treatment providers and community health and human services organizations. Referrals are tailored to an individual's geographic location, ensuring support is available throughout the communities served by the college.
- Community referral recommendations may be requested from Counseling Services by phone, email (counseling@otc.edu), or in person.

Substance Use Online Resources

<https://ozarkstech.edu/student-life/otc-cares/counseling-services/>

- Anonymous, mental health and substance use screening tools
- Start Your Recovery <https://startyourrecovery.org/who/college>
- Partnership to End Addiction <https://drugfree.org>
- Addiction & Drug Use Among College Students <https://www.rehabs.com/addiction/drug-use-college-students/>
- National Institute on Drug Abuse <https://nida.nih.gov>

Education and Awareness (Highlights)

- Counseling Services offered classroom presentations and professional development sessions each semester at all college locations upon request. Topics included alcohol and other drug (AOD) use, recognizing signs of impairment, and responding appropriately to students who may be under the influence of alcohol or other drugs.
- A **Mocktail Mixer** event was hosted by Counseling Services and Student Engagement staff during Welcome Week on the Springfield campus in fall 2024. This campus-wide event encouraged students to build social connections while promoting fun, substance-free activities. Employees were also encouraged to participate.
- Counseling Services renewed its partnership with the Community Partnership of the Ozarks Higher Education Task Force for Underage Drinking during 2025–2026. As part of this collaboration, the Task Force hosted an educational booth during the fall 2025 Springfield campus student picnic to increase awareness of underage drinking prevention.

- Counseling Services hosted a Spring 2026 Lunch & Learn for students and employees titled *Understanding Substance Use and Addiction: A Real-World Conversation—What to Know and When to Help*.
- Community Resource Fairs were offered multiple times during 2024–2026 on the Springfield campus. These events connected students and employees with community organizations, including agencies that provide AOD treatment and recovery support services.
- Employees had ongoing access to Vector training courses, including *Drug-Free Workplace*, *Drugs and Alcohol at Work*, and *Prescription Drug Misuse Impact on Students*.
- A new Counseling Services webpage was launched as part of the college website redesign. This webpage expanded access to mental health and substance use resources, including anonymous online screening tools available through Mental Health America.